Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 9th September 2021 at 7.30 pm
Zoom Meeting

Minutes

Present:
Ron Sharp – Portlethen Town Association (Chair)
Mairi Eddie – Benholm & Johnshaven Community Council
Bridget Scott – Bettridge Centre
Isabella Williamson – Arbuthnott Community Council
Ian Hunter – Stonehaven & District Community Council
Sandra Davison – Mearns Area Partnership

In Attendance:
Jacky Niven – KDP Development Worker
Margo Titmuss – KDP Admin

Apologies:
Andrew Newton – Stonehaven Tolbooth Association
Marion McNeil – Crathes, Drumoak & Durris Community Council
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Karen Traill – Edzell Woods Community Trust

1. Welcome
The Chair, Ron Sharp, welcomed all those present and thanked them for attending at such short notice.
He commented that this would be Jacky's final Board meeting at KDP and wished her all the best for her move to Fly Cup.
Ron advised that long standing KDP trustee, Bob McKinney, had resigned with immediate effect.
He thanked Mairi, Jacky & Margo for the work they had undertaken in what had been a challenging few weeks.

Apologies were given from Andrew Newton, Marion McNeil, George Cruickshank and Karen Traill.

2. Approval of Previous Minutes
The minutes of the formal meeting of 12th August 2021 were approved as an accurate record of the meeting. They were proposed by Mairi Eddie and seconded by Bridget Scott.

3. Matters Arising.
Governance - George Cruickshank had checked with his retired accountant regarding examining the KDP accounts. Unfortunately, they are unable to take on this work. Ron is to check with Alison Duncan.

Windfarms – Isabella to check Meikle Carewe guidelines regarding representation on the panel since Portlethen Community Council are in abeyance.

4. Monthly Reports

Finance

Report was provided in advance. Andrew Newton was not present to answer questions. Ron commented on KDP's strong financial position.

New Members

There have been no member applications received since the last meeting.

5. Sub-group / Committee Reports

Governance

Nothing to report

Windfarm Subgroup

Meikle Carewe Community Fund open until the end of September.

Tullo Decision Making panel meeting went well, however since then 2 further applications have now to be discussed at an additional meeting. Allegedly there were issues with the application process, and although submitted by the closing date, the system had not received them.

Bob McKinney was the KDP rep at the first meeting, but as he has now retired as a KDP trustee, a replacement representative needs to be found. Margo has messaged the Windfarm Subgroup requesting a volunteer to take his place.

6. KDP Development Officer Report

Jacky will provide a full report of recent activity before she leaves on 16th September, however she has not been stimulating new work recently, and instead, has been tying up loose ends.

- Stonehaven CAP – Drop-in days at Hyve for public to share their views. Jacky will work on validating the results. She will recommend that this is Phase 1 of the action plan.
- SCIOs – working with Paws on Plastic and the Lobster Hatchery
- Stonehaven Recreation Grounds Trust – desire to dissolve Trust. Jacky to contact for update before she leaves
- Talking Halls / Community Cash – Jacky hopes that these initiatives will continue
- Third Sector Strategy Group – Jacky to continue as Chair in her new role
- Bulletin – this will continue to be produced by Margo

Ron thanked Jacky for everything that she has done during her time at KDP. She will be sadly missed and difficult to replace.

7. Discussion on the Future

After a discussion on the future of KDP in regards to funding and the draft SLA, it was generally agreed that the SLA would be accepted subject to the proposed changes, as discussed with Reid Hutchison CED, being made. Jacky and Margo left the meeting to allow the Trustees to have a full and frank discussion. The following decisions were reached:

- We will keep Margo in her current role and encourage her to take on any other work she feels comfortable with, eg funding support
- Trustees agreed to write off Jacky's holidays used but not accrued yet against TOIL. Trustees were in favour of the suggestion to pay Jacky until the end of September although she will still leave on the 17th, thus giving her 56 hours of paid time to spend on finishing up projects. Concerns were raised however about her potentially completing work on KDP's behalf after she had left our employment. Mairi to check this out with George
- Until new development worker is in post, the board agreed that members will attend meetings on behalf of KDP, if available, but we don't have the capacity to take on any of Jacky's other responsibilities
- We will recruit a new development worker for 2.5/3 days a week, depending on funding. This will be to cover the new SLA.
- The development worker's remit will be reviewed in line with the SLA and kept to basics
- AGM will be postponed until Feb/March 2022
- A Challenge Fund application to potentially fund business development work will be put together by a subgroup of board members - deadline mid-November
- Community Recovery Fund 2 - possible further funding for development worker, however Expression of Interest deadline is 17th Sept & full application deadline 27th Sept, so timing may be too tight. Bridget to find out more from DTAS & talk to Jacky & Margo.
- Next meeting - first week in October - Margo to put out Doodle poll to find best time/date for the majority

10. Date of Next Meeting

TBC

Minutes taken by Margo Titmuss & Bridget Scott

I, RONALD SHARP hereby confirm these minutes reflect a true and accurate record of the meeting.

Signed: R Sharp Date: 6/1/22